

Guide to Training & Resources



www.mec.mo.gov

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About the Missouri Ethics Commission

Missouri Ethics Commission (MEC)

The Missouri Ethics Commission was created by the Missouri Ethics Law of 1991 (§105.955 RSMo).

The Commission is charged with enforcement of and retention of information and reports related to:

- ♦ Conflicts of interest laws relating to
 - Public officials
 - Employees
- ♦ Lobbyist reporting laws
- ♦ Personal financial interest reporting laws
- ♦ Campaign finance disclosure laws

The Commission has six governor-appointed and senate-approved members, not more than three of the same political party. These members must also be from different congressional districts. The Commission elects a chair and vice-chair biannually.

The Commission issues advisory opinions regarding any of the laws which it enforces. Advisory opinions can be found on the Commission website.

Our Mission

We serve the public interest. We assist and educate the citizens of Missouri, public officials, lobbyists, and those participating in public elections. We create transparency and accountability and consistently enforce campaign finance, conflict of interest, and lobbying laws.

www.mec.mo.gov

About Training

What is training?

The Missouri Ethics Commission offers training, in a variety of mediums, to candidates, elected & public officials, legislators, lobbyists and other wanting to learn about campaign finance laws.

Topics include campaign finance, conflict of interest, personal financial disclosure, lobbying and more.

What types of training are offered?

- ♦ **In-person regional training**
 - hosted by MEC
 - located in Jefferson City
- ♦ **County/BOEC training**
 - hosted by a particular county or BOEC for the benefit of their candidates & elected officials
 - located in host county
- ♦ **Webinars**
 - hosted by MEC
 - transmitted over the web
- **Self-running Tutorials**
 - hosted by MEC
 - accessed from our website
- ♦ **General Presentations**—as requested from various associations, groups or conferences

Call 1-800-392-8660 or 573-751-2020,
we would be glad to speak at your event!

Trainings

2012 New Candidate Training

This in-depth training helps candidates understand the requirements they need to know in order to comply with the laws set out in Chapters 105 and 130 RSMo.

Topics include campaign finance disclosure, personal financial disclosure (PFD), and campaign material identification (paid for by) requirements.

Both candidates and treasurers are encouraged to attend.

Find answers to common questions such as:

- ♦ **Campaign Finance:** How much cash can I receive from a person? What is an in-kind contribution? How much of my own money can I spend?
- ♦ **Personal Financial Disclosure:** When must I file this form? What if I don't file? Whose information do I include?
- ♦ **Campaign Materials:** What must I put on my signs and printed materials? What about campaign t-shirts?

Offered through in-person regional training and county/BOEC hosted events.

Lasts approximately 2—2 1/2 hours

If you would like to host a training session,
call 800-392-8660 or email training@mec.mo.gov

Trainings

Top 20 Candidate Tips

Election years promise to be very active and candidates need to be aware of what is required of them when running for elected office. The law requires campaign finance and personal financial disclosure as well as late fees and penalties for non-compliance.

This presentation offers our top 20 tips along with information about our resources, campaign finance law, common reporting mistakes, campaign material identification (paid for by) requirements, personal financial disclosure and enforcement.

Lasts approximately 1 hour

Missouri Ethics Commission General Overview of Ethics Laws

This presentation provides a general overview of personal financial disclosure, campaign finance, conflict of interest basics and discusses the use of public funds.

Can be suited to meet specific requests of host and needs of attendees (ie: county/city officials, election authorities, etc.)

Lasts approximately 1 hour

**Watch our website for scheduled dates,
times and locations.**

Trainings

Coming Soon...

Political Subdivision's Duties Tutorial

Designed to help local, city and county clerks, and election authorities understand the duties required by the MEC of them pertaining to their political subdivision.

Sections include:

- ♦ Political subdivision basics (terms and definitions, conflict of interest ordinances, election packets, annual filers etc.),
- ♦ Personal financial disclosure requirements (who has to file, forms, time periods, e-filing, etc.)
- ♦ Elections and candidate filings (step-by-step process for candidate filing)
- ♦ Campaign finance basics (reporting requirements, filing officers, reports, election reminders, etc.)


Webinars

What is a webinar?

A webinar is a seminar that is transmitted over the web. Our webinars are interactive and include polling and question & answer sessions to allow full participation between the audience and the presenter.

Attendees participate online, and must have a valid email address, internet access and provide all information requested in the online registration form. Prior to the sessions, confirmation emails and reminders will be sent to the email address provided. The emails also include links to access the session as well as instructions testing internet connectivity.

NOTE: We have tested webinars internally and have found that dial-up internet connections are extremely slow when loading content and not efficient for participation.

See **next page** for list of available webinars 

Need help?

If you have difficulty registering for a webinar, send an email to training@mec.mo.gov (include your registration information and brief explanation of problem). If you are using a web-based email account (ie: gmail, Hotmail, etc.), you will need to generate a new email directly from your email account.

Register online at
www.mec.mo.gov/training

Webinars

Webinar Sessions:

- ♦ **Campaign Finance Record-Keeping**
 - Record-Keeping provides a continuous record of the financial transactions of a candidate or a campaign finance committee. Attendees will learn when record-keeping begins, who's responsible for the records, requirements and duties of the treasurer/ deputy treasurer, reporting basics, how to keep track of contribution and expenditures and more.
 - Also offered specifically for Political Action Committees (PACS)
 - 1 hour
- ♦ **Campaign Finance Reporting**
 - Most candidates and all committee are required to report their campaign finance activity. Attendees will learn when they are required to form a committee, what it takes ensure you are in compliance with the law, reporting basics, including deadlines & penalties, along with when to file a limited activity or a full disclosure report.
 - Also offered specifically for Political Action Committees (PACS)
 - 1 hour
- ♦ **Coming in 2012—PFD for Candidates**
 - Candidates required to file a Personal Financial Disclosure (PFD) statement due to their candidacy will learn important information about electronic filing, time periods covered, deadlines and penalties.
 - 1 hour

Tutorials

What is a tutorial?

A tutorial is a self-running presentation, topic specific, that can be accessed at any time from our website.

Tutorial Topics:

- ♦ **Campaign Finance e-filing Tutorials**
 - Overview & Navigational (13 min)
 - Section Wizard (12 min)
 - Import Function (7 min)
- ♦ **Campaign Finance Tutorials**
 - Candidate Reporting Requirements (10 min)
 - Forming a Committee (17 min)
 - Supplemental Forms (15 min)
 - Campaign Material Identification Requirements (10 min)
- ♦ **Ethics Overview Tutorials**
 - About the Commission (5 min)
 - Conflict of Interest & Use of Public Funds (6 min)
 - Campaign Finance & Personal Financial Disclosure (9 min)
 - Lobbyist (9 min)
- ♦ **Lobbyist Tutorials**
 - Lobbyist Basics (6 min)
 - Lobbyists Requirements & Enforcement (11 min)
 - Lobbyist Resources & Online Searches (5 min)
 - Lobbyist Online Filing (13 min)

Other Resources

Calendars:

- ♦ **Campaign Finance Reporting Dates**
Provides reporting dates and deadlines for all elections for entire calendar year
- ♦ **Filing Deadlines for Personal Financial Disclosure**
Provides filing deadlines and penalties for all elections for entire calendar year
- ♦ **Upcoming Deadlines & Reminders**
Provides reporting dates and deadlines for specific elections

Publications:

- ♦ **Guide to Ethics Law**
- ♦ **Campaign Finance**
 - Guide to Record-Keeping Booklet
 - After Election Requirements & Debt Service Committees
 - Campaign Finance Fact Sheet
 - Campaign Materials Identification Requirements (paid for by)
 - Fund-Raising Activity
 - Guide to Political Action Committees (PACs)
 - Terminating a Committee
 - Treasurer's Guide for Campaign Finance
 - When to Form & Register a Committee
- ♦ **Complaints/Conflict of Interest**
 - Complaint Fact Sheet
 - Relationship Chart
- ♦ **Lobbyist**
 - Lobbyist Fact Sheet
- ♦ **Personal Financial Disclosure**
 - Guide to Personal Financial Disclosure
 - Personal Financial Disclosure Fact Sheet

Other Resources

Frequently Asked Questions (FAQS):

We have complied the most frequently asked questions that we receive into easy to navigate formats, categorized by topic:

- ♦ **Campaign Finance**
- ♦ **Conflict of Interest**
- ♦ **Enforcement**
- ♦ **Lobbyist**
- ♦ **Personal Financial Disclosure**

**View “2012 Candidate Central”
on our website**

Notes

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